

## Electronic Transfer of Laboratory Data

How to Avoid Potential Sample Rejections



October 29, 2008

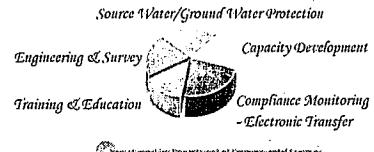
Tricia Madore & Gail Dailey, Drinking Water and Groundwater Bureau

New Hampshire Department of Environmental Services

## Electronic Transfer of Laboratory Data

Part of a new information system being developed for the Drinking Water and Groundwater Bureau (DWGB)

New system integrates data that is collected and managed by different programs within the Bureau



New Hampshire Department of Environmental Services

## Laboratory Data Transfer Application

Electronically transfers analysis results and sample data from the laboratory to DWGB

- Directly from State Lab
- Through the Internet from private labs

New Hampshire Department of Environmental Services

## Goals

- Eliminate need for labs to submit paper or faxed copies of analytical results and sample data to DWGB
- Reduce labor intensive data entry by DWGB
- Improve efficiency
- Ensure consistency of stored data

New Hampshire Department of Environmental Services

## Implementation Timetable

- October 31, 2008  
NHDES Laboratory Services
- Next: Private laboratories

New Hampshire Department of Environmental Services

## How Electronic Transfer Works

1. Water sample and sample data (on Analysis Request form) are submitted to the laboratory
2. Laboratory completes analysis
3. Laboratory transfers analytical results and sample data electronically to DWGB
4. The application automatically validates the sample data against the DWGB database and State Rule requirements

New Hampshire Department of Environmental Services

### Accepted Samples

If no errors found during validation, sample data can be transferred to DWGB

- Data stored in the database used for compliance determination, per Master Sampling Schedule
- All other sample data is stored in a data warehouse

 New Hampshire Department of Environmental Services

### Rejection Criteria

If errors are found during validation, sample data is rejected. Rejections occur if the following is missing or incorrect:

- PWS ID
- System name
- System town
- Sample location (site)
- Compliance period and year
- Sample collected by (ampler) name

 New Hampshire Department of Environmental Services

### Rejected Samples

- Sampling agent will be contacted by the laboratory or DWGB Monitoring to resolve errors.  
*Respond promptly and provide requested information so the laboratory can resubmit the sample data.*
- After error is corrected, the laboratory resubmits the corrected sample data to DWGB.

 New Hampshire Department of Environmental Services

### Sample Data Discrepancies

Discrepancies found during validation are reviewed by DWGB monitoring.

- If monitoring can correct the error, they accept the sample data, transfer it to the database
- If they cannot correct the error,
  - reject sample data; return it to laboratory
  - contact sampling agent to resolve error  
*Be sure your email/contact information is current*
- After sample data is corrected, the laboratory resubmits it to DWGB

 New Hampshire Department of Environmental Services

### Email Notification

- Laboratory transfers sample results, daily.
- Validation and review of sample data.
- After electronic transfer and review, an email is sent to laboratory and PWS.
- Email confirms receipt of samples.
- Contains a link to a comprehensive laboratory report that provides status of samples.
- Notification of rejected samples. (If no email, monitoring sends letter via US mail.)

 New Hampshire Department of Environmental Services

### Common Errors

- Sample taken from site not in the database
- Site description has changed or does not match database
- Inactive site
- Compliance period, quarter, or LCR round is not listed or is incorrect
- Sample type not specified
- Date and time sample collected is missing
- Sampler name, or person responsible for the samples, is missing

 New Hampshire Department of Environmental Services

### Common Errors - Bacteria Samples

- Wrong number of repeat samples taken
- Repeat sample not taken from original "hit" site, or was taken but not identified
- Repeat sample compliance period not correct

New Hampshire Department of Environmental Services

### Avoid Errors

- Refer to the system's current Master Sampling Schedule
- Use the correct Analysis Request (chain of custody) form, which is preprinted
- Fill out form completely and accurately
- Contact DWGB Monitoring when in doubt

New Hampshire Department of Environmental Services

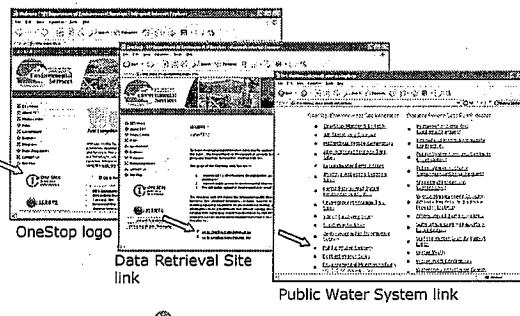
### Current Master Sampling Schedule and Analysis Request forms

- available online through OneStop
- NHDES website, <http://des.nh.gov/organization/divisions/water/dwgb/index.htm>
- available to anyone with web access

New Hampshire Department of Environmental Services

### OneStop

NHDES homepage <http://des.nh.gov>



### OneStop Website

[http://www2.des.state.nh.us/OneStop/Public\\_Water\\_Systems\\_Query.aspx](http://www2.des.state.nh.us/OneStop/Public_Water_Systems_Query.aspx)

1. Enter the EPA ID

A screenshot of the OneStop website's search interface. It features a search bar at the top with the placeholder "Search by EPA ID". Below the search bar is a dropdown menu labeled "Select a category" with options like "Public Water Systems", "Industrial Facilities", etc. A large button at the bottom right says "Perform Search".

New Hampshire Department of Environmental Services

2. At the Public Water Systems Query Results screen, click on the calendar icon to display the Master Sampling Schedule

A screenshot of the OneStop website's "Public Water Systems Query Results" screen. It shows a table of results with columns for "System Name", "Address", "City", "State", and "Zip Code". A specific row is highlighted. On the right side of the screen, there is a "Master Sampling Schedule" section with a calendar icon. A callout arrow points to this calendar icon with the text "Click here to display the Master Sampling Schedule".

**Master Sampling Schedule**

New Hampshire Department of Environmental Services

**Compliance Sampling Site Change Form**  
Drinking Water & Groundwater Bureau webpage  
<http://des.nh.gov/organization/divisions/water/dwgb/index.htm>

New Hampshire Department of Environmental Services

**Click on the Analysis Request form under the Bacteria Section**

New Hampshire Department of Environmental Services

**Bacteria Compliance Sample Form - System Does Not Chlorinate**  
Drinking Water and Groundwater Bureau Analysis Request Form  
BACTERIA (Total Coliform Rule)  
Compliance Sample Bacteria Sampling Schedule

Site ID	Sample Site Location	Date & Time Sample Taken	Prev. Coliform Residual (mpn/L)	Lab Sample ID #	Date & Time Sample Was Processed	Prev. Coliform Residual (mpn/L)	Lab Sample ID #	Total Coliform Count (mpn/L)	Non-Chlorine Coliform Count (mpn/L)	Peak Coliform Count (mpn/L)
001	SAMPLE STATION C									

According to DES record, the system DOES NOT CHLORINATE. If your system is chlorinating, the sample residual concentrations must be measured and recorded at the time of sample collection. If T2/T3 TOTAL COLIFORM TEST is in place, please contact DES DWGB to update the appropriate records by email DWGB.Bio@des.state.nh.us or by calling 603-264-2713/2713-3344.

Laboratory Name Responsible for Analysis: \_\_\_\_\_ Laboratory Cont. ID# \_\_\_\_\_  
Laboratory Phone #: \_\_\_\_\_ Received at Laboratory by: \_\_\_\_\_

New Hampshire Department of Environmental Services

**Bacteria Compliance Sample Form - System Chlorinates**

According to DES record, this system DOES CHLORINATE. Free chlorine residual concentrations must be measured and recorded at the time of sample collection. If T2/T3 TOTAL COLIFORM TEST is in place, please contact DES DWGB to update the appropriate records by email DWGB.Bio@des.state.nh.us or by calling 603-264-2713/2713-3344.

Laboratory Name Responsible for Analysis: \_\_\_\_\_ Laboratory Cont. ID# \_\_\_\_\_  
Laboratory Phone #: \_\_\_\_\_ Received at Laboratory by: \_\_\_\_\_

New Hampshire Department of Environmental Services

**Bacteria - Multiple**  
Drinking Water and Groundwater Bureau Analysis Request Form  
BACTERIA (Total Coliform Rule)  
Compliance Sample Bacteria Sampling Schedule

Site ID	Sample Site Location	Date & Time Sample Taken	Prev. Coliform Residual (mpn/L)	Lab Sample ID #	Date & Time Sample Was Processed	Prev. Coliform Residual (mpn/L)	Lab Sample ID #	Total Coliform Count (mpn/L)	Non-Chlorine Coliform Count (mpn/L)	Peak Coliform Count (mpn/L)
001	SAMPLE STATION C									

According to DES record, this system DOES NOT CHLORINATE. If your system is chlorinating, the sample residual concentrations must be measured and recorded at the time of sample collection. If T2/T3 TOTAL COLIFORM TEST is in place, please contact DES DWGB to update the appropriate records by email DWGB.Bio@des.state.nh.us or by calling 603-264-2713/2713-3344.

Laboratory Name Responsible for Analysis: \_\_\_\_\_ Laboratory Cont. ID# \_\_\_\_\_  
Laboratory Phone #: \_\_\_\_\_ Received at Laboratory by: \_\_\_\_\_

New Hampshire Department of Environmental Services

**Click on the Analysis Request Form under the Lead Copper Section**

<h1 style="margin: 0;">Lead &amp; Copper Compliance Sample Form</h1> <p style="text-align: center; margin: 0;">  <b>NH DEPARTMENT OF ENVIRONMENTAL SERVICES</b> </p> <p style="text-align: center; margin: 0;"> <b>Drinking Water and Groundwater Bureau</b>  <b>Analyze Request Form</b>  <b>LEAD &amp; COPPER</b>  <b>Compliance Sample Electron Water Sampling Schedule</b> </p> <p style="text-align: right; margin: 0;">         Sample ID: <b>100-1000</b>  <small>Sample Date: 10/10/2010</small>  <small>Page 1 of 1</small> </p>									
<b>SDA#:</b> <input type="text" value="1234567890"/>		<b>System Name:</b> <input type="text" value="My Water System"/>		<b>Address:</b> <input type="text" value="123 Main Street, Anytown, USA"/>		<b>City/Town:</b> <input type="text" value="Anytown, USA"/>		<b>State:</b> <input type="text" value="USA"/>	
<b>PWS Type:</b> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		<b>Number Served:</b> <input type="text" value="5000"/>		<b>Population:</b> <input type="text" value="5000"/>		<b>Sampling Period:</b> <input type="text" value="10/01/2010 - 10/31/2010"/>		<b>Comments:</b> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
<b>Sample Category:</b> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>									
<small>Lead or Copper must be tested at typical kitchen faucet fixtures as close to consumer fixture sampling as possible. If any of the other fixtures above are used, please indicate them with a checkmark next to your fixture ID's.</small>									
ID #	Address or Location	Date & Time	Type	Lab ID	Comments	Lab ID (For sub-samples)	Comments		
001	KITCHEN FAUCET SECTION								
002	UPSTAIRS BATHROOM FAUCET SECTION								
003	BATHROOM FAUCET IN ENTRY DOOR								
004	COMPLIANCE FAUCET IN OLD SECTION								
005	DOWNTAIRS BATHROOM FAUCET OLD SECTION								
<b>Laboratory Name/Phone for Analysis:</b> _____					<b>Laboratory Lab ID:</b> _____				
<b>Laboratory Name/Phone:</b> _____					<b>Responsible Laboratory ID:</b> _____				
 <b>New Hampshire Department of Environmental Services</b>									

 <b>Water Quality Parameters</b>		<i>Bathing Water and Commercial Bureau</i> <i>Analysis Request Form</i>																												
		Dated _____ Initial WATER QUALITY PARAMETERS Detected By: _____ By whom: _____ Agency: _____ <small>Indicate the name of the agency or laboratory that conducted the analysis.</small> Phone Number: _____ <small>Indicate the telephone number of the laboratory.</small>																												
EPA ID: _____ System Name: _____ PWS Name: _____ Reason Category: <input type="checkbox"/> Public		Sample Site Location: _____ <small>Indicate the location of the sample site on the map below and the parameters you will analyze.</small> <table border="1"> <tr> <th>Sample Site Location:</th> <th>Latitude</th> <th>Longitude</th> <th>Depth</th> <th>Current</th> <th>Other</th> <th>Depth</th> <th>Flow</th> <th>Depth</th> </tr> <tr> <td>DD1: DOUG LEE BEACH</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="9">Map of Sample Site Location:</td> </tr> </table>		Sample Site Location:	Latitude	Longitude	Depth	Current	Other	Depth	Flow	Depth	DD1: DOUG LEE BEACH									Map of Sample Site Location:								
Sample Site Location:	Latitude	Longitude	Depth	Current	Other	Depth	Flow	Depth																						
DD1: DOUG LEE BEACH																														
Map of Sample Site Location:																														
<small>Indicate the location of the sample site on the map above and the parameters you will analyze.</small> EPA ID: _____ Sample Site Location: _____ Latitude: _____ Longitude: _____ Depth: _____ Current: _____ Other: _____ Depth: _____ Flow: _____ Depth: _____ Flow: _____ Depth: _____ Flow: _____																														
Laboratory Name Responsible for Analysis: _____ Laboratory Phone #: _____ Name/Title of Laboratory: _____																														

A screenshot of a web page from the New Hampshire Department of Environmental Services (NHDES) website. The page title is "Analysis Request Form" located under the "Chemical Monitoring" section. The form itself is titled "Analysis Request Form" and includes fields for "Sample Type", "Sample ID", "Sample Description", "Sampling Date", "Location", "Sample Submitter", and "Comments". There are also sections for "Analytical Methods" and "Sample Preparation". The page has a header with the NHDES logo and navigation links.

 <h1 style="margin: 0;">Chemical Compliance Sample Form</h1>																																											
<b>Drinking Water and Groundwater Bureau</b> <b>Analyst Request Form</b> <b>CHEMICAL</b> <b>Complaint Sample/Complaint Water Sampling Schedule</b>																																											
Section 22 NHCS Page 1 of 2																																											
<p><b>EPID#:</b> _____</p> <p><b>System Name:</b> _____</p> <p><b>PWS Name:</b> _____</p> <p><b>Date Form Completed Taken:</b> _____</p> <p><b>Phone Number:</b> _____</p> <p><b>Address of Sample Location:</b> <b>ROUTINE</b> (1) OR <b>OLD SECTION</b> (2)</p> <p><b>Sample Period:</b> <b>Q1</b> <input type="checkbox"/> <b>Q2</b> <input type="checkbox"/> <b>Q3</b> <input type="checkbox"/> <b>Q4</b> <input type="checkbox"/> <b>Year:</b> _____</p> <p><b>Sample Category:</b> <input checked="" type="checkbox"/> <b>Routine</b> <input type="checkbox"/> <b>Complaint</b> <input type="checkbox"/> <b>New-us</b></p> <p><b>Analyses Requested:</b> _____</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 25%;">Chem Test(s) Requested</th> <th style="width: 25%;"># of Samples</th> <th style="width: 25%;">Lab Testing Code (List Lab(s))</th> <th style="width: 25%;">Chem Test(s) Parameter</th> <th style="width: 25%;"># of Samples</th> <th style="width: 25%;">Lab Testing Code (List Lab(s))</th> </tr> </thead> <tbody> <tr> <td>VOC</td> <td></td> <td></td> <td>Chloroform</td> <td></td> <td></td> </tr> <tr> <td>ECO</td> <td></td> <td></td> <td>Chlorine dioxide</td> <td></td> <td></td> </tr> <tr> <td>ECO -</td> <td></td> <td></td> <td>Atria</td> <td></td> <td></td> </tr> <tr> <td>NH3-N</td> <td></td> <td></td> <td>Chlorine residual</td> <td></td> <td></td> </tr> <tr> <td>NITRATE</td> <td></td> <td></td> <td>Unsanitary</td> <td></td> <td></td> </tr> <tr> <td>NITRATE +</td> <td></td> <td></td> <td>OTHER:</td> <td></td> <td></td> </tr> </tbody> </table> <p><b>Note:</b> If you are requesting an NITRATE test, it must be checked but <b>NEED</b> to be confirmed prior to submission. Check with Lab.</p> <p><b>Note:</b> CYANIDE samples <b>NEED</b> to be confirmed before submission. Check with Lab.</p> <p><b>Laboratory Name/Responsible for Analysis:</b> _____</p> <p><b>Laboratory Test ID#:</b> _____</p> <p><b>Laboratory Points #:</b> _____</p> <p><b>Received at Laboratory PT#:</b> _____</p> <p style="text-align: center;"><small>New Hampshire Department of Environmental Services</small></p>		Chem Test(s) Requested	# of Samples	Lab Testing Code (List Lab(s))	Chem Test(s) Parameter	# of Samples	Lab Testing Code (List Lab(s))	VOC			Chloroform			ECO			Chlorine dioxide			ECO -			Atria			NH3-N			Chlorine residual			NITRATE			Unsanitary			NITRATE +			OTHER:		
Chem Test(s) Requested	# of Samples	Lab Testing Code (List Lab(s))	Chem Test(s) Parameter	# of Samples	Lab Testing Code (List Lab(s))																																						
VOC			Chloroform																																								
ECO			Chlorine dioxide																																								
ECO -			Atria																																								
NH3-N			Chlorine residual																																								
NITRATE			Unsanitary																																								
NITRATE +			OTHER:																																								

**Click on the  
links to get the  
DBP form and  
General System  
Evaluation Form**

## Form: DDBP Quarterly Reports

**DDBP QUARTERLY REPORT**  
Drinking Water and Groundwater Bureau  
Quarterly 12/31 Year 2008

**A. SOURCE OR GROUNDWATER SAMPLES**  
List all sources or groundwater monitoring wells sampled for this quarter.

Source	Location	Date Sampled	Lab Sample ID#	Method
Well A	Site A	12/31/08	12345	UV254
Well B	Site B	12/31/08	12346	UV254
Well C	Site C	12/31/08	12347	UV254
Well D	Site D	12/31/08	12348	UV254
Well E	Site E	12/31/08	12349	UV254
Well F	Site F	12/31/08	12350	UV254
Well G	Site G	12/31/08	12351	UV254
Well H	Site H	12/31/08	12352	UV254
Well I	Site I	12/31/08	12353	UV254
Well J	Site J	12/31/08	12354	UV254
Well K	Site K	12/31/08	12355	UV254
Well L	Site L	12/31/08	12356	UV254
Well M	Site M	12/31/08	12357	UV254
Well N	Site N	12/31/08	12358	UV254
Well O	Site O	12/31/08	12359	UV254
Well P	Site P	12/31/08	12360	UV254
Well Q	Site Q	12/31/08	12361	UV254
Well R	Site R	12/31/08	12362	UV254
Well S	Site S	12/31/08	12363	UV254
Well T	Site T	12/31/08	12364	UV254
Well U	Site U	12/31/08	12365	UV254
Well V	Site V	12/31/08	12366	UV254
Well W	Site W	12/31/08	12367	UV254
Well X	Site X	12/31/08	12368	UV254
Well Y	Site Y	12/31/08	12369	UV254
Well Z	Site Z	12/31/08	12370	UV254

**B. TREATMENT AND MONITORING**  
List all treatment and monitoring activities performed during this quarter.

Treatment	Location	Date	Lab Sample ID#	Method
UV254	Site A	12/31/08	12345	UV254
UV254	Site B	12/31/08	12346	UV254
UV254	Site C	12/31/08	12347	UV254
UV254	Site D	12/31/08	12348	UV254
UV254	Site E	12/31/08	12349	UV254
UV254	Site F	12/31/08	12350	UV254
UV254	Site G	12/31/08	12351	UV254
UV254	Site H	12/31/08	12352	UV254
UV254	Site I	12/31/08	12353	UV254
UV254	Site J	12/31/08	12354	UV254
UV254	Site K	12/31/08	12355	UV254
UV254	Site L	12/31/08	12356	UV254
UV254	Site M	12/31/08	12357	UV254
UV254	Site N	12/31/08	12358	UV254
UV254	Site O	12/31/08	12359	UV254
UV254	Site P	12/31/08	12360	UV254
UV254	Site Q	12/31/08	12361	UV254
UV254	Site R	12/31/08	12362	UV254
UV254	Site S	12/31/08	12363	UV254
UV254	Site T	12/31/08	12364	UV254
UV254	Site U	12/31/08	12365	UV254
UV254	Site V	12/31/08	12366	UV254
UV254	Site W	12/31/08	12367	UV254
UV254	Site X	12/31/08	12368	UV254
UV254	Site Y	12/31/08	12369	UV254
UV254	Site Z	12/31/08	12370	UV254

**C. ANALYSIS REQUESTED**  
List all analyses requested for this quarter.

Sample Site Location	Date Sampled	Lab Sample ID#	Analyses Requested
Site A	12/31/08	12345	UV254
Site B	12/31/08	12346	UV254
Site C	12/31/08	12347	UV254
Site D	12/31/08	12348	UV254
Site E	12/31/08	12349	UV254
Site F	12/31/08	12350	UV254
Site G	12/31/08	12351	UV254
Site H	12/31/08	12352	UV254
Site I	12/31/08	12353	UV254
Site J	12/31/08	12354	UV254
Site K	12/31/08	12355	UV254
Site L	12/31/08	12356	UV254
Site M	12/31/08	12357	UV254
Site N	12/31/08	12358	UV254
Site O	12/31/08	12359	UV254
Site P	12/31/08	12360	UV254
Site Q	12/31/08	12361	UV254
Site R	12/31/08	12362	UV254
Site S	12/31/08	12363	UV254
Site T	12/31/08	12364	UV254
Site U	12/31/08	12365	UV254
Site V	12/31/08	12366	UV254
Site W	12/31/08	12367	UV254
Site X	12/31/08	12368	UV254
Site Y	12/31/08	12369	UV254
Site Z	12/31/08	12370	UV254

**NOTE:** Analytical methods for DRINKING WATER may be used for rejected products. Check with Lab for analytical methods for rejected products.

**Sample Purpose:**  Treatment Evaluation  Other \_\_\_\_\_

**Comments:** \_\_\_\_\_

**Laboratory Name:** \_\_\_\_\_ **Lab Sample ID#:** \_\_\_\_\_ **Lab Date:** \_\_\_\_\_ **Lab Test ID#:** \_\_\_\_\_

**Lab Name:** \_\_\_\_\_ **Lab Sample ID#:** \_\_\_\_\_ **Lab Date:** \_\_\_\_\_ **Lab Test ID#:** \_\_\_\_\_

**Received for Laboratory:** \_\_\_\_\_ **Lab Date:** \_\_\_\_\_ **Lab Test ID#:** \_\_\_\_\_

**New Hampshire Department of Environmental Services**

## General System Evaluation Form (GSES)

Drinking Water and Groundwater Bureau  
GENERAL SYSTEM EVALUATION SAMPLES ONLY

System Name: \_\_\_\_\_ Collected by: \_\_\_\_\_ Date Collected: \_\_\_\_\_

PWS Name: \_\_\_\_\_ PWS ID: \_\_\_\_\_ PWS Category: \_\_\_\_\_

Sample Purpose/Comments: \_\_\_\_\_

**Analyses Requested:**

Sample Site Location	Date Sampled	Lab Sample ID#	Parameters Requested
Site A	12/31/08	12345	UV254
Site B	12/31/08	12346	UV254
Site C	12/31/08	12347	UV254
Site D	12/31/08	12348	UV254
Site E	12/31/08	12349	UV254
Site F	12/31/08	12350	UV254
Site G	12/31/08	12351	UV254
Site H	12/31/08	12352	UV254
Site I	12/31/08	12353	UV254
Site J	12/31/08	12354	UV254
Site K	12/31/08	12355	UV254
Site L	12/31/08	12356	UV254
Site M	12/31/08	12357	UV254
Site N	12/31/08	12358	UV254
Site O	12/31/08	12359	UV254
Site P	12/31/08	12360	UV254
Site Q	12/31/08	12361	UV254
Site R	12/31/08	12362	UV254
Site S	12/31/08	12363	UV254
Site T	12/31/08	12364	UV254
Site U	12/31/08	12365	UV254
Site V	12/31/08	12366	UV254
Site W	12/31/08	12367	UV254
Site X	12/31/08	12368	UV254
Site Y	12/31/08	12369	UV254
Site Z	12/31/08	12370	UV254

**NOTE:** Samples collected for ACTIVATED CARBON analysis MAY NEED to be collected prior to chlorination. Check with Lab for analytical methods for activated carbon.

**Comments:** \_\_\_\_\_

**Laboratory Name:** \_\_\_\_\_ **Lab Sample ID#:** \_\_\_\_\_ **Lab Date:** \_\_\_\_\_ **Lab Test ID#:** \_\_\_\_\_

**Received for Laboratory:** \_\_\_\_\_ **Lab Date:** \_\_\_\_\_ **Lab Test ID#:** \_\_\_\_\_

**New Hampshire Department of Environmental Services**

## Disinfection By Product (DBP) Form

Drinking Water and Groundwater Bureau  
DISINFECTION BY PRODUCT SAMPLES ONLY

System Name: \_\_\_\_\_ Collected by: \_\_\_\_\_ Date Collected: \_\_\_\_\_

PWS Name: \_\_\_\_\_ PWS ID: \_\_\_\_\_ PWS Category: \_\_\_\_\_

DBP Type: \_\_\_\_\_ Total Chlorine: \_\_\_\_\_ Free Chlorine: \_\_\_\_\_ Chlorine Residual: \_\_\_\_\_

Sample Purpose/Comments: \_\_\_\_\_

**Analyses Requested:**

Sample Site Location	Date Sampled	Lab Sample ID#	Parameters Requested
Site A	12/31/08	12345	UV254
Site B	12/31/08	12346	UV254
Site C	12/31/08	12347	UV254
Site D	12/31/08	12348	UV254
Site E	12/31/08	12349	UV254
Site F	12/31/08	12350	UV254
Site G	12/31/08	12351	UV254
Site H	12/31/08	12352	UV254
Site I	12/31/08	12353	UV254
Site J	12/31/08	12354	UV254
Site K	12/31/08	12355	UV254
Site L	12/31/08	12356	UV254
Site M	12/31/08	12357	UV254
Site N	12/31/08	12358	UV254
Site O	12/31/08	12359	UV254
Site P	12/31/08	12360	UV254
Site Q	12/31/08	12361	UV254
Site R	12/31/08	12362	UV254
Site S	12/31/08	12363	UV254
Site T	12/31/08	12364	UV254
Site U	12/31/08	12365	UV254
Site V	12/31/08	12366	UV254
Site W	12/31/08	12367	UV254
Site X	12/31/08	12368	UV254
Site Y	12/31/08	12369	UV254
Site Z	12/31/08	12370	UV254

**NOTE:** Analytical methods for DRINKING WATER may be used for rejected products. Check with Lab for analytical methods for rejected products.

**Comments:** \_\_\_\_\_

**Laboratory Name:** \_\_\_\_\_ **Lab Sample ID#:** \_\_\_\_\_ **Lab Date:** \_\_\_\_\_ **Lab Test ID#:** \_\_\_\_\_

**Received for Laboratory:** \_\_\_\_\_ **Lab Date:** \_\_\_\_\_ **Lab Test ID#:** \_\_\_\_\_

**New Hampshire Department of Environmental Services**

Drinking Water and Groundwater Bureau  
GENERAL SYSTEM EVALUATION SAMPLES ONLY

System Name: \_\_\_\_\_ Collected by: \_\_\_\_\_ Date Collected: \_\_\_\_\_

PWS Name: \_\_\_\_\_ PWS ID: \_\_\_\_\_ PWS Category: \_\_\_\_\_

DBP Type: \_\_\_\_\_ Total Chlorine: \_\_\_\_\_ Free Chlorine: \_\_\_\_\_ Chlorine Residual: \_\_\_\_\_

Sample Purpose/Comments: \_\_\_\_\_

**Analyses Requested:**

Sample Site Location	Date Sampled	Lab Sample ID#	Parameters Requested
Site A	12/31/08	12345	UV254
Site B	12/31/08	12346	UV254
Site C	12/31/08	12347	UV254
Site D	12/31/08	12348	UV254
Site E	12/31/08	12349	UV254
Site F	12/31/08	12350	UV254
Site G	12/31/08	12351	UV254
Site H	12/31/08	12352	UV254
Site I	12/31/08	12353	UV254
Site J	12/31/08	12354	UV254
Site K	12/31/08	12355	UV254
Site L	12/31/08	12356	UV254
Site M	12/31/08	12357	UV254
Site N	12/31/08	12358	UV254
Site O	12/31/08	12359	UV254
Site P	12/31/08	12360	UV254
Site Q	12/31/08	12361	UV254
Site R	12/31/08	12362	UV254
Site S	12/31/08	12363	UV254
Site T	12/31/08	12364	UV254
Site U	12/31/08	12365	UV254
Site V	12/31/08	12366	UV254
Site W	12/31/08	12367	UV254
Site X	12/31/08	12368	UV254
Site Y	12/31/08	12369	UV254
Site Z	12/31/08	12370	UV254

**NOTE:** Samples collected for ACTIVATED CARBON analysis MAY NEED to be collected prior to chlorination. Check with Lab for analytical methods for activated carbon.

**Comments:** \_\_\_\_\_

**Laboratory Name:** \_\_\_\_\_ **Lab Sample ID#:** \_\_\_\_\_ **Lab Date:** \_\_\_\_\_ **Lab Test ID#:** \_\_\_\_\_

**Received for Laboratory:** \_\_\_\_\_ **Lab Date:** \_\_\_\_\_ **Lab Test ID#:** \_\_\_\_\_

**New Hampshire Department of Environmental Services**

## Avoid Rejected Samples

- Sample early in the month or quarter
- Sample only from approved/registered sites
- Request a change in sampling site in writing from DWGB monitoring prior to collecting the sample
- Use proper sampling techniques

**New Hampshire Department of Environmental Services**

## Keep Your Contact Information and Email Address Up to Date in DWGB Database

- Requests for changes must be in writing
- FAX or email contact information changes to DWGB
- If you want to update contact information online, you must be a Registered Data Provider.

 New Hampshire Department of Environmental Services

## Contact Information

DWGB Main fax#: 603-271-5171

### Chemical Monitoring:

Kris Stern (603) 271-6703 email at [kristina.stern@des.nh.gov](mailto:kristina.stern@des.nh.gov)  
Tricia Madore (603) 271-3907 email at [tricia.madore@des.nh.gov](mailto:tricia.madore@des.nh.gov)

Donna Jones (603) 271-0893 email at [donna.jones@des.nh.gov](mailto:donna.jones@des.nh.gov)  
Leah McKenna (603) 271-0655 email at [leah.mckenna@des.nh.gov](mailto:leah.mckenna@des.nh.gov)

### Bacteria Monitoring:

Fax # 271-3490  
Barbara Davis (603) 271-2542 email at [barbara.davis@des.nh.gov](mailto:barbara.davis@des.nh.gov)  
Adam Torrey (603) 271-0672 email at [adam.torrey@des.nh.gov](mailto:adam.torrey@des.nh.gov)

### Lead & Copper:

Jean Fitzsimmons (603) 271-2516 email at [jean.fitzsimmons@des.nh.gov](mailto:jean.fitzsimmons@des.nh.gov)  
Richard Thayer (603) 271-2950 email at [richard.thayer@des.nh.gov](mailto:richard.thayer@des.nh.gov)

### SOC & VOC Waiver Program:

Debra Souleragger (603) 271-2862 email at [debra.souleragger@des.nh.gov](mailto:debra.souleragger@des.nh.gov)

### DBP Program:

Richard Thayer (603) 271-2950 email at [richard.thayer@des.nh.gov](mailto:richard.thayer@des.nh.gov)  
Cindy Klevens (603) 271-3108 email at [cynthia.klevens@des.nh.gov](mailto:cynthia.klevens@des.nh.gov)

### OneStop Data Provider Registration and Contact Changes:

Linda Thompson (603) 271-3544 email at [linda.thompson@des.nh.gov](mailto:linda.thompson@des.nh.gov)

 New Hampshire Department of Environmental Services

## Laboratories Interested in Participating in Electronic Transfer

### Contact DWGB Data Management:

- Laurie Cullerot, 603-271-2954,  
[laurie.cullerot@des.nh.gov](mailto:laurie.cullerot@des.nh.gov)
- Gail Dailey, 603-271-2972  
[gail.dailey@des.nh.gov](mailto:gail.dailey@des.nh.gov)

 New Hampshire Department of Environmental Services

## Questions?

 New Hampshire Department of Environmental Services

